



SAPC e-Note



SAPC e-Note: Issuing of Pharmacy Licences and Recording Certificates for Pre-May 2003 Pharmacies

Dear Owner/Responsible Pharmacist,

Issuing of Pharmacy Licences and Recording Certificates for Pre-May 2003 Pharmacies

The South African Pharmacy Council (SAPC) is embarking on the licencing and recording of all pharmacies registered before May 2003 (pre-May 2003 pharmacies). The licence, the responsible pharmacist (RP) certificate, and the recording certificates for the pharmacy and owner, will be issued to pharmacies that have a responsible pharmacist, that have not replaced nor changed ownership since May 2003. No fee will be levied for the issuing of these certificates. The National Department of Health will issue the licences and Council will record the licences on the Register and issue the recording certificates, at no fee.

If you are an owner or are a responsible pharmacist of a pre-May 2003 pharmacy, you are advised to apply for the licence online, under the Practice tab of the Council website (under *My Pharmacy*). Please note that you will be requested to update the details of the pre-May 2003 pharmacy. The following documents will be required for uploading for your application to be processed:

- **Responsible Pharmacist**
 - Letter of appointment and acceptance by the new responsible pharmacist (in case of a change of RP).
 - Certified copy of ID of the RP.
- **Address**
 - Proof of pharmacy address (lease, utility bill, etc.)
- **Sole Trader**
 - Certified copy of ID.
- **Partnership**
 - Copy of the partnership agreement.
 - Certified copies of ID documents.
- **Close corporation (CC)**
 - Copy of proof of membership or CIPC status page for the CC.
 - Certified ID document.
- **Private company**
 - Shareholder register with list of shareholders or a document from auditors confirming full name(s) of shareholder(s) and indicating who are owners.

- A company resolution authorizing the applicant to act on behalf of the company. In the case of an attorney acting on behalf of the company, a power of attorney will be required.
- Certified ID documents of Directors.

- **Public company**
 - A document evidence that this is a public company.
 - A company resolution authorizing the applicant to act on behalf of the company. In the case of an attorney acting on behalf of the company, a power of attorney will be required.

- **Trust**
 - Copy of trust document.
 - Certified ID document(s) of trustee(s).

- **Copy of SAHPRA licence** if pharmacy is a manufacturing or wholesale pharmacy.

Yours sincerely,

VM Tlala
Registrar/CEO

Accessible quality pharmaceutical services for all

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